

Community Action Organization of Erie County, NY
45 Jewett Avenue, Buffalo, New York 14214
P.E.M. COMMITTEE
Thursday, August 11, 2016

Present **Committee Members:** Jenine Dunn, President, Maggie Hannah, John Calvin Davis, (phone), Melissa Brown, Rev. Sennie Reed

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EXCUSED: Melissa Brown

STAFF: L. Nathan Hare, CEO, Catherine Roberts, Senior VP Program Administration, Deirdre Zaleski, Budget Analyst,

Meeting to order at 3:12 pm.

Michael Lee from the Green Entrepreneurial Center program presented an update on his program. He is in need of help growing because the program is very busy. He has to check the plants from Sunday to Saturday with the temperatures being so high the plants have to be watered 5 to 6 times a day. The hydroponic system was expanded and can grow more food 10 times faster. There is an increase to 12 greenhouses from 3 they are 72 by 24 feet. They are more stable and weatherproof. The community block club will have help from 100 volunteers from Canisius college to do clean up. Two weeks ago there was help from Catholic Charities

Mr. Lee is requesting to hire one person at 30,000 a year which includes fringes to assist growing.

A motion made by Janine seconded by Maggie to hire an assistant grower. There was a question to the motion as to where the money was coming from. There are funds not spent from the moving budget which will be used towards this position. There is already a job description for it. Mr. Hare will be applying for a grant to expand the 12 green houses and the employee for the upcoming years- motion approved.

There was an issue with inappropriate ordering of food from the food bank by a youth services department employee. This employee was terminated but that decision was reversed being replaced by a two week unpaid suspension. An audit was done that found improprieties with the food bank. More food was ordered than necessary at certain times of the year. This issue seems to be more waste than left. Programs will be put into place to prevent future issues. This employee will be relieved of their ordering duties with another staff member appointed to order and monitor use of food acquired through the food bank. Audits of the program should have been done by the director of that department but weren't. It was brought up if a quality assurance person was needed to review programs at certain intervals throughout the year to monitor issues and quality. Mr. Hare suggested a consultant to do corporate funding development to get new money to hire people in the business office.

We need to make certain no other program can have this issue and make sure there's no liability with the food bank. Protocols are being put in place now which will be presented to the PEM committee to prevent this from happening again.

Mr. Hare gave a briefing on the home grant that of a request for proposal was done for affordable housing on the deaconess site. Three and four bedroom single family housing will be built for ownership of 28 units-see attached.

Catherine informed us that a discretionary grant of \$24,500 was received for school supplies and uniforms. The grant must be spent by September 30. Emergency services will handle pre-registration for a book bag filled with supplies and a school uniform order form for 2 outfits for 360 youth. We may be able to do a few more if the grant is increased. Also the Fruit belt community day is coming up next Wednesday August 17th where the neighborhood is cleaned up and a cookout is held.

Motion by Maggie Hannah seconded by Jenine Dunn to adjourn at 4:15 PM.

Respectfully Submitted By
Jenine Dunn

JD: Imm